

## WNYRIC Advisory Council Meeting Minutes

December 8, 2016 2:00 – 3:30 p.m.

Erie 1 BOCES 355 Harlem Road, Room A2, West Seneca, NY

**DL Sites:** Erie 1 BOCES, 355 Harlem Road, West Seneca, Room A2, Erie 2 LoGuidice Room 1 9520 Fredonia Stockton Road, Fredonia, CA Olean DL Room, 1825 Windfall Road, Olean, ON DL Room at Tech Center, 4124 Saunders Settlement Road, Sanborn, GST BOCES, Hornell High School Telepresence Room 134 Seneca Road, Hornell

### Attending at Erie 1 BOCES:

Lynda Quick	Eric Lawton
James Fregelette	Michael Cornell
Maria Somerfeldt	Mary Beth Genovese-Scullion
Pon Sminiski	Don Skotnicki
Michelle Okal-Frink	Danielle O'Connor
Scott Taylor	Brian Russ
Gregory Woytila	Barb Mocarski
Jan Mathis	Kyle Lyon
Rosanne Huffcut	Will Westoven
Deanna Schettine	Elizabeth Freas

### Attending via DL Sites:

Bob Spino	Chris Smith
Clark Godshall	Daniel Grant
Jean Rexford	Jennifer Lilly
Kirsten Calkins	Margaret Munson
Maureen Taylor	Michael Graf
Mike Pavlock	Mike Watson
Patrick Flaitz	Paul Casseri
Tim Clarke	Tim Cox
Tim Mains	

### Attending via Telephone :

Jeff Hazel
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### Absent :

David O'Rourke	James Frame
Jeremy Palotti	Joe Steinmetz
Karen Cuddy-Miller	Lynn Fusco
Maureen Donahue	Patricia Hartigan
Rich Calkins	

### Administrative Items:

- *Call to order*
  - Advisory Council meeting was called to order at 2:00 p.m. by Greg Woytila

### *Greg Woytila- Roll call*

- Introductions were made by region.

- Welcome to new member: Paul Casseri
- Membership updates: none
- *Minutes of September 29, 2016*, Greg asked if there were any questions/corrections regarding the minutes of September 29th and there were none. Lynda Quick made the motion to accept the meeting minutes; Maria Sommerfeldt seconded the motion. The minutes were unanimously accepted.  
(25-yes/0-no/0-abstain).
- *Approval of December 8, 2016 agenda*  
Greg asked if there were any questions/corrections/additions regarding the agenda for December 8<sup>th</sup> agenda two items were added under Informational updates: 3. FTE aid ability and 4. Contract Billing. Lynda Quick made the motion to accept the agenda seconded by Maria Sommerfeldt. The agenda was unanimously accepted (25-yes/0-no/0-abstain).

### **Broadband and Effectiveness of Network— Kyle Lyon**

- Broadband Steering Committee meeting was held on December 1<sup>st</sup>  
Apple updates completed all updates to districts that needed them. No major problems. A few districts capped the 1GB link while the updates were downloading.  
Apple Caching Server Testing continues. We are having problems with potentially implementing caching servers centralized. They may need to be rolled out at the district level to be successful.
- Public Library –update  
We met with North Tonawanda and Nioga Library System to discuss possible connections to the North Tonawanda School. We're still evaluating the potential use of old fiber between the NT library and NT school. The other option discussed was bidding for a new circuit connecting to from the NT library to school.  
Future meetings will be planned to discuss further.
- Questions--
  - Maria asked the question where NY State is for broadband to communities especially to those communities that don't have any. Kyle has gone to both meeting. There is no funding. Only giving money out to companies that don't have any internet.
  - Clark asked the question regarding bids for internet service providers and cost analysis between leasing, Lit & Dark Fiber vs owned Dark Fiber is this all related. Yes, they are both related. We are preparing to bid on the internet service within the next couple of weeks. Schools can use their Smart schools money.

### **Smart Schools Bond Act updates—Michelle Okal-Frink**

- Approval and status updates
  - Common Issues in the Review of Smart Schools Investment Plans document was handed out and posted to the WIKI. Expenditure types is the most important. 172 applications are in review, 118 have been approved. Last meeting was in July. SED does not know when the next review board is.
  - There are 50 plans ready for the review board.
  - Districts can look in the que to see where they are in the process.
  - If there are any questions, they will contact the superintendent and the other district individual, but she is only contacting the superintendent and he assumes that the other individuals have

answered the questions. If you get anything from the Smart Schools please forward to the correct individual.

- Lynda Quick will raise this issue on their Friday call with SED
- Reimbursement process – update
  - Up to 90 days from approval should receive their reimbursement
  - 3-5 months is average to be in the expenditure process

#### **Education Law 2d—Michelle Okal-Frink**

- The new Chief Privacy Officer beginning to determine on how to interpret the language, do we need to change the wording on the contracts for July 1<sup>st</sup>. She did not have a great answer, but we can amend the contracts based on the changes. In regards to the Privacy Policy, Erie 1 BOCES does not have one as of now. Once we get the guidance we will be able to write the private policy and add to the contracts.

#### **Technology Survey Tool—Michelle Okal-Frink**

- Update
  - We would be in the last year of the three years, and we are working on possible other ideas on how to do the technology survey tool. More information will be coming
  - Marley Smith has taken over for Rob Miller

#### **New Business:**

- **Pricing for 2017-2018 – Barb Mocarski & Jim Fregelette**
  - When the WNYRIC sets pricing for the upcoming year, we only review the WNYRIC costs. No vendor costs are included but we work with vendors to get the best pricing to keep costs down. The overall increase for districts participating in services is 1.70% ranging from 0% to 2.75%. Some of the larger increases is due to the fact of a high student count. All information is posted on the WIKI.
- **QZAB (Qualified Zone Academy Bond) update – Michelle Okal-Frink**
  - All information was sent to superintendents and applications were due by November 1<sup>st</sup>. They are being reviewed. Link is posted to the WIKI
- **2016-2017 793 Plan highlights—Rosanne Huffcut, Jan Mathis:**
  - 1.1 Broadband Steering Committee is meeting quarterly, looking at cost analysis on current and future broadband needs. Use resources to increase bandwidth as needed or use resources to use current bandwidth more efficiently. Cost analysis between leasing, Lit & Dark Fiber vs owned Dark Fiber
  - 1.2 Disaster Recovery Plan updates and revisions taking place
  - 1.4 Looking at solutions for change management at the campus networking level
  - 1.5 Solarwinds updated and looking to provide training video or WebEx training session to districts
  - 1.6 802.11 AC Wave 2 has been released and the expansion continues towards an AP per classroom. Erate and Smartschools funding will drive the expansion over the next 12-24 months
  - 1.9 Currently meeting the public libraries to develop a cost-effective way to increase bandwidth through connections to local schools
  - 4.5 On-boarded two Office 365 and one Google district
  - 5.2 Ongoing transition for PMF collection, new collections requirements for staff evaluations and for staff and student attendance collection implementation. WNYRIC personnel are involved in NYSED workgroup regarding AP and IB assessment reporting requirements to comply with anticipated ESSA requirement

- 5.4 46 districts currently participating in the Data Integration Service. IEP and Cleartrack data upload automation has been implemented
- 5.6 Relevant communications are being regularly posted to the WNYRIC Data Readiness website, including the DDC meeting material
- 6.1 WNYRIC is providing additional information and support to schools as some move partially or completely to CBT in this first year of operational testing for 3-8 ELA and Math
- 6.3 WNYRIC has provided additional functionality to test scoring ordering program to allow districts to identify specific buildings and grades needing paper-based materials for testing (in response to revised NYSED guidance)
- 6.5 WNYRIC is assisting schools and their data management requirements related to SED's loading of NYSAA eligible students to system and in the manual input and rostering processes required
- 7.1 Migrated 3 more districts to the nVision product. Successfully assisted 78 districts in extracting their APPR scores from the financial software and uploading them to Level 0. TPASS Visitor Management System is a new service. Have implemented it in 2 districts.
- 7.4 15 districts have joined the eSD GuruBoards service. Districts are beginning to utilize mobile and notification apps that integrate with student data. The student, finance, and web teams are working on learning these new products and services in support of districts
- **2016 – 2017 Statewide RIC Goals update – Rosanne Huffcut**
  - Smart Schools updated information continues to be posted regularly. Communication to the listserv/webinar is on a regular basis and as recent as December 1, 2016
  - Regional trainings offered from Questar is scheduled for January 11, 2017
  - WNYRIC teams continue to participate in the weekly CBT calls and share information with the field through the listserv
  - Data is currently being collected from the RICs across the state, WNYRIC compiles the data for this purpose
  - WNYRIC is preparing the bid for Internet Service Provider, several RICs participate
  - Test Scanning Team attended the statewide meeting in preparation for the 2016-2017 assessment process
  - WNYRIC districts will be provided with building level access to Data Warehouse reports, functionality is developed and is being tested.
- **Standards Committee Minutes and Resolutions – Jan Mathis**
  - **Minutes**
    - Bath and Medina will be doing a pilot with Nimble Storage
    - Add form request regarding Dell and Juniper switches
  - **Resolutions:**
    - Below are four recommendations from the WNYRIC Standards Committee meeting held on November 16<sup>th</sup> for WNYRIC Advisory Council Action:  
**Motion 1:** Darlene Sprague made the motion to require at least 5 business days prior to the scheduled Standards meeting date to request an add form be added to the meeting agenda. Seconded by Bob Spino Vote results 15 yes/0 no Unanimous  
**Motion 2:** Brian Richards made a motion to add wording to the Standards List to indicate that if any vendors go through a merger or acquisition, the Standards Committee will review on a case by case basis prior to adding or removing from the Standards List. Seconded by Rob Morgan Vote results 15 yes/0 no Unanimous

**Motion 3:** Rob Morgan made a motion to add Lansweeper to category 17. End point Management on the Standards List Seconded by Ron LaVere Vote results 15 yes/0 no Unanimous

**Motion 4:** Ron LaVere made a motion to change wording on add form, section B., number 2. What contract can you buy from? (Ask vendor). Seconded by Mike Murphy Vote results 15 yes/0 no Unanimous

Greg asked if there were any questions/corrections/additions regarding the motions and there were none. Maria Sommerfeldt made the motion to accept the motions from the Standard Committee seconded by Lynda Quick. The motions were unanimously accepted (24-yes/0-no/ 1 abstain

#### **Informational update:**

- **Service Presentation dates** – have been extended by half hour. New flyer has been posted on the website and the WiKi. CSRs sent out invitations to the Superintendents, Business Officials, and Tech Coordinators  
CA BOCES – January 26<sup>th</sup>  
Erie 1 BOCES – January 10<sup>th</sup>  
Erie 2 BOCES – January 20<sup>th</sup>  
GST BOCES – January 26<sup>th</sup>  
O/N BOCES – January 19<sup>th</sup>
- **CBT**
  - Information was sent out over the listserv. All training should be done by January 13<sup>th</sup>. 3-9 a survey was sent out by Michelle, she will send out again. We can assist those that are doing operational. Deadline for ordering is December 16<sup>th</sup> in the portal.
  - January 11<sup>th</sup> Questar will be doing a training at Erie 1 BOCES working on Distance Learning for our other regions. Invitations will be coming from SED.
  - Very important change: Before you could email to CBTsupport @nysed.gov. Now you need to click on the help button on the CBT support pages
- **FTE aid ability**
  - Spreadsheet is posted to the WIKI. This is a rough estimate of the aid calculated for a LAN Technician based on average cost. There are many factors that may change this number such as the return of surplus to districts would actually make the net return on district cost higher than the number above. The actual aid for the coser for all services would be higher. This will help districts plan for their budgets for next year.
- **Contract Billing**
  - Changes to billing for technology equipment. This information is posted on the WIKI and also will be shared with Business Officials. For the last 10 years or so we could bill over 10 months. We need to go back to billing for the equipment costs. This will be a special invoice, all other services will be done on a 10 month billing. A letter will be going out to districts. This will start with the January billing
- Meeting dates for 16-17:
  - March 30
  - May 18

#### **Upcoming Events:**

- Learning Summit (Partnering with NYSCATE) – January 23, 2017

**Round table with each region-** Greg asked if there were any questions/issues from each area:

- GST - none
- CA - none
- O/N – Clark – The Smart Schools this is a big issue concerning the process with only 1 person reviewing. Thoughts about getting more groups involved to see if a solution can be remedied
- Erie 2 - Tim Mains - brought to the attention that the May Advisory Council meeting date was wrong on the previous meeting minutes
- Erie 1 – Michelle - Abode will not move forward for a renewal for July 1<sup>st</sup>. Every contract in the US has lapsed. Our rep is trying to talk them into renewing NY State contracts. If not, this will be crossed off your participation and the district would have to go directly to the vendor
- Learning Summit (Partnering with NYSCATE) – January 23, 2017 – This was called NYSCATE Google Summit in the past. Flyers will be going out, cost if \$99.00/person
- A three part admin series will be offered face to face the dates are: January 5, February 7, and March 15
- Next meeting is March 30th

Motion to adjourn meeting at 3:15 p.m. by Pon Sminiski seconded by Mary Beth Genovese-Scullion

Respectfully submitted by: Pat Hochadel